

MSC Executive Board
June 14TH, 2016
Online Meeting Minutes

3:00 Welcome to all.

Roll Call:

Present:

Board: Diane Anderson, Wendy Campbell, Roberta Gebhardt, Holly Harper, Sinda Puryer,
Kelly Reisig, Kathy Robins, Mark Wetherington, Debra Westrom, Sonja Woods
MSL Reps: Jessie Goodwin, Amy Marchwick, Jemma Hazen, Bobbi DeMontigny
Guests: Sue Sillick

Absent:

Board: Jack Albrecht, Lisa Mecklenberg Jackson
MSL Reps: Sarah McHugh, Jennie Stapp

Sinda asked Kathy to take minutes.

Action Item - Minutes from the Exec Board Meeting before Spring Members Meeting, May 5th, 2016– Wendy moved to accept the minutes as read. Sonja seconded. No discussion. Unanimous vote to accept.

Action Item - Minutes from the Spring Members Meeting, May 6th, 2016 -Wendy moved to accept the minutes as read. Sonja seconded. No discussion. Unanimous vote to accept.

Action Item - Minutes from the Exec Board after-meeting May 6th, 2016 - Diane suggested bulleting items under the Ad Hoc Committee topic and change the retreat date to July 13. Diane moved to amend the minutes. Sonja seconded. Diane moved to accept the minutes as amended. Kathy seconded. Minutes are accepted as amended.

3:10 Work Plan Update

Kathy reminded the group that we decided at the May 6 Executive Board Meeting after the Membership Meeting to have a standing item on the agenda for the Work Plan Update. This was to make sure we are progressing on the plan. We identified 3 goals in the work plan:

1. Communication with membership
2. Cooperative Cataloging Ad Hoc Committee
3. Yearly survey

Wendy suggested we use the Technology Summit survey for the upcoming year. Wendy will work on incorporating results of our previous survey with the Tech Summit survey into a spreadsheet for review at the retreat. Wendy asked for interested parties to work on this pre-retreat. Holly Harper noted that we did not get a survey done before school year ended. Sonja stressed a focus on Technology survey and cooperative cataloging. Kathy asked if we can determine what we accomplished in original survey and identify current needs. Sinda read her notes from the pre-members meeting relative to work plan update. Sonja suggested focusing

on the 3 identified items. Holly said we need a method to review the work plan so that it is a “living document”. Wendy will help Holly present an idea for that at the retreat. Jessie will check with Jo Flick about the results of the Tech Summit survey.

3:20 Content Management Committee update (Jemma)

CMC is going to have an online meeting the week of August 15 and will get a report from the Hyperlink Quality Subcommittee and review ISBN Standardization. Stephan Licitra will likely be the CMC representative to Exec Board retreat in July. There is a Special Libraries vacancy on CMC due to Alison Badger’s departure. The Executive Board is charged with appointing the representative. Kathy suggested asking for interested parties from the Special Libraries. Jemma said that in the past, Ken would make recommendations, but there is no consistent practice. Roberta suggested Katy Callon. Sue Sillick recommends asking the group. The Bylaws state that the Chair will ask for interested parties. This practice will be suspended for this situation because Sinda will be on vacation. Jessie agreed to seek out interest.

3:30 Ad Hoc Committee for Cooperative Catalog (Kathy)

Kathy had a conference call with Sarah, Jessie and Jemma on May 31st following an email to Sarah and Jennie for guidance. Kathy wanted to ensure that she knew the goals and objectives of the committee and suggestions for participation. Kathy will contact potential members for an initial meeting to start researching cooperative cataloging models. Sarah suggested that people involved with budget decisions and workforce assignments should be engaged on the committee. Roberta said it was important to have an active cataloger on the committee and would like to see some active members of the CMC on the committee. Ex-Officio members of the committee are: Jemma, Jessie and Cara.

Goals: Decrease amount of time materials are unavailable due to backlogs in cataloging. Discover what models exist for cooperative cataloging.

Methods: committee will research models of cataloging, interview catalogers, read materials and discuss.

Conversations will include people out-of-state. Committee discussions will lead to recommendations that the committee will make to the MSC Executive Board, which will then discuss and recommend to the Network Advisory Council. An agreed-on solution may be piloted through a user sharing group in the MSC. Examples of possible recommendations include adding a staff member at MSC, possible vendor contract(s), or a contract with MSC members with FTE catalogers. The ideal timeline is to report at the Fall Membership Meeting regarding research and recommendations.

3:40 Discuss Cost Sharing Formula (Jessie)

Kathy would like to discuss this further at the retreat. The FY17 budget spreadsheets presented at the Spring meeting showed a larger-than-expected increase in the Total Payment column for some libraries. When Kathy investigated the components of the Total Payment, the cost per user increase was higher than expected. If libraries have 3000 users or less, they don’t pay for users. Right now, 25% of the users in the MSC are in the “no user cost” category. Sonja understood the concern but felt that the increase was not large. Imaginelf Library noticed a larger-than-expected increase in the Total Payment. Kathy pointed out that most new libraries that may be added to the MSC would fall into the “under 3,000 user” category. Questions: Is the cost share formula part of the contract? Is it sustainable? Sinda said that they were one of

the first to join MSC but pointed out that user population ebbs and flows when they purge students from year to year. Diane suggested talking to Honore Bray about how the original cost-share formula was arrived at and how it has changed over time. Sue Sillick provided institutional history by saying that the original choice for the no-cost users was driven by the addition of smaller libraries. Sonja wanted to know the full amount of the "Patron Share" line. Jessie showed the spreadsheet to the group. Kathy suggested that it is worth consideration at the retreat to study the formula trends. Jessie will provide historical cost-share information for the last five years at the retreat. Jessie noted that the formulas have not changed over time. She also noted that Ken presented at last year's meeting how this year's bill would not reflect vacancy-savings.

3:50 End of Year Expenditure Update (Jessie)

Jessie is working with Kris Schmitz at the State Central Services office to close out FY16 with end of year costs. MSC is purchasing a laptop and docking station for Bobbi because ITSD requires updated equipment. Jessie will update the budget following the expenditure.

4:00 Summer Regional Training Schedule (Bobbi)

There will be a training at Billings Public Library on June 21st. Staff from BPL will provide training in addition to MSC trainings. Check MSC blog for offerings and credits. Register on the MSL Library Directory website. A training on July 20 will be at Imaginelf with some of the same topics as covered in Billings. Please register so MSC knows how many stations to set up.

4:10 Finalize Fall Meeting Dates (Jessie)

Carroll College is open on October 6th and the State Capitol is available October 5th. Let Jessie know if those dates are agreeable for the Fall Membership meeting. Something to consider is that the Livingston library will be going live the last week of September and Jessie may be at SirsiDynix Consortia during the same week. For alternative dates, we would be working around holiday schedules.

Holly moved to accept proposed dates, Sonja seconded.

4:20 Adjourn – **Action Item**

Meeting adjourned at 4:25 PM

Roberta moved. Sonja seconded.

Submitted by Kathy Robins
6/14/2016